



King County
INFORMATION SYSTEMS ADMINISTRATOR IV
CLINICAL AND ADMINISTRATIVE SYSTEMS MANAGER
PUBLIC HEALTH-SEATTLE & KING COUNTY
FINANCE & ADMINISTRATIVE SERVICES DIVISION
CLINICAL & ADMINISTRATIVE SYSTEMS MANAGEMENT UNIT
Annual Salary Range: \$61,934 – \$87,340
Job Announcement: 05TA4995
Open 3/2/05 CLOSED: Open Until Filled

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104** or may be faxed to (206) 205-5430. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Alison Jaffe-Doty at (206) 296-0284 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. All application materials will be used to evaluate written communication skills.

WORK LOCATION: Wells Fargo Center, 999 3rd Avenue, Suite 1200, Seattle, WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

POSITION SUMMARY: Under delegated authority of the Chief Financial Officer, this position will manage Public Health's Clinical and Administrative Systems Management unit, which includes setting work priorities; developing project work plans, goals, and objectives; and managing activities concerning the Siemen's Signature system – including system and application support, maintenance and development. Signature is a department-wide, fully integrated information processing system that supports the provision of clinical and field-based public health services. Signature supports the data and operational needs of Public Health clinics and programs, through: patient registration (collection of demographic information and insurance coverage), capturing of encounter data, billing various payers, reconciling patient accounts, medical records tracking, appointment scheduling, and reporting for various statistical needs. The unit is anticipated to grow to manage other clinical and administrative systems, beyond Signature.

PRIMARY JOB DUTIES INCLUDE:

- Oversee the continuing operation and maintenance of the Signature system. Prioritize project goals and objectives.
- Direct and manage the work of multiple professional project staff, engaged in clinic business operations analysis, billing analysis, systems administration, training, quality assurance, reports analysis, and patient-generated revenue management. Define roles; recommend or negotiate the prioritization of work assignments, work plans and products.

- In collaboration with appropriate managers, lead business process improvement analyses, and implement process improvements. Oversee change management processes.
- Ensure compliance with all relevant laws and regulations, including the Health Insurance Portability and Accountability Act, generally accepted accounting principles, and billing regulations.
- Oversee the resolution of complex problems and assure customer satisfaction.
- Participate in long-range planning and setting of strategic technical direction for the Signature program.
- Ensure effective liaisons between technical and management staff and between units at various levels within the organization.
- Design and lead the process of determining requirements and specifications for current and new computer application systems and interfaces that may complement Signature. Research, evaluate and recommend new software products; write and/or review proposals.
- Oversee the collaborative design and production of Signature reports to help managers track performance.
- Oversee the processing of data, including interfaces to other applications. Manage the data relationship between Signature and supported ancillary systems.
- Coordinate the interrelationships between the various technical components of the system, both from the vendor perspective (mainframe) and from the King County/Public Health side.
- Ensure that project goals are achieved on time and within budget.

QUALIFICATIONS:

- Skilled in Information Technology project management. Knowledge of project management principles and techniques.
- Skilled in planning, assigning, supervising and evaluating the work of multi-disciplinary staff.
- Skilled developing and managing budgets.
- Knowledge and skills in healthcare delivery, billing, and financial systems, including analysis, design, development, implementation, maintenance, documentation and training procedures and practices
- Demonstrated skill in managing complex projects
- Strong oral and written communication skills
- Analytical, planning and problem-solving skills
- Skill in identifying, recommending and implementing solutions to information technology issues
- Skill in building consensus and coming to resolution among a diverse group of individuals

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate will be required to pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Non-Union

CLASS CODE: 4037 SEQUENCE NUMBER: 80-4037-0980